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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Corporate Disclosure Statement**, click **Next**.

Select the Debtor, click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Corporate Disclosure Statement**.

If there is a corporate parent/affiliate, please search for the corporate parent/affiliate and select it. If not listed, click Create new corporate parent/affiliate.

Click **Add corporate parent/affiliate**.

Select one or more parties to which the corporate parent should be associated.

Click **Next**.

Click **End corporate parent/affiliate selection**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Source URL (modified on 06/15/2014 - 3:20pm):

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